



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5420.103C  
N120H

**SEP 27 1986**

OPNAV INSTRUCTION 5420.103C

From: Chief of Naval Operations

Subj: COMMITTEE FOR THE INTERFACE OF DISTRIBUTION/  
ACCOUNTING SYSTEMS (CIDAS)

Ref: (a) OPNAVINST 5420.27J (NOTAL)  
(b) OPNAVINST 5050.24E (NOTAL)

Encl: (1) Charter for the Committee for the Interface of  
Distribution/Accounting Systems (CIDAS)

1. Purpose. To update the Committee for the Interface of  
Distribution/Accounting Systems (CIDAS) as an approved  
committee per reference (a).

2. Cancellation. OPNAVINST 5420.103B.

3. Background

a. The purpose of CIDAS is to establish a forum whereby  
system and Manpower and Personnel (M&P), Training (T), and Pay  
managers can identify, resolve and/or make recommendations  
concerning problem areas, interdependencies, proposed  
enhancements, and new information requirements. Additional  
details concerning the scope and objectives of CIDAS are  
contained in the approved charter which is forwarded as  
enclosure (1). Reference (b) governs scheduling of the  
meetings.

b. An objective of the Deputy Chief of Naval Operations  
(M&P)(N1) and Director of Naval Training(T)(N7) is to  
effectively and efficiently fulfill the manpower requirements  
essential to the overall improvement of fleet readiness. In  
order to succeed in this effort, the supporting Information  
Systems (ISs) must provide timely and accurate information to  
Navy M&P,T managers.

c. The M&P,T ISs are composed of many separate but  
interrelated ISs categorized under Navy M&P,T total force  
management. Over the years, these systems have been developed  
and expanded independent of one another by various sponsors to  
provide support of separate missions. If these ISs are to



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improve the quality of data and information provided to M&P,T decision makers, data resource management practices must be implemented and coordinated. In addition, a vehicle for problem identification and resolution is required to make this happen.

4. Responsibilities

- R) a. Committee oversight is assigned to Chief of Naval Operations (CNO)(N12) who will ensure compliance with record keeping and reporting requirements.
- b. The chairperson of the committee is Enlisted Personnel Management Center (EPMAC)(Code 30).
- c. The recorder for the committee is Enlisted Personnel Management Center (EPMAC)(Code 31).
- d. The standing membership of CIDAS is delineated in enclosure (1). Requests for additional, ad hoc representation at a specific meeting will be extended by the committee chair, as deemed appropriate, for the issues to be addressed.
- e. The chair will forward a report of the results from each committee meeting to the Commanding Officer, EPMAC for review. The endorsed report will then be distributed to all committee members and copies provided to other interested parties as agreed to by the CIDAS membership.
- R) 5. Public Release of Reports. Release/Denial of reports rests with Chief of Naval Operations (N120). All queries shall be referred to that official for appropriate action.
- R) 6. Life of Committee. As provided for in the charter and unless terminated earlier, CIDAS is approved through October 2001.
7. Report. The reporting requirement contained in paragraph 4e is exempt from reports control by SECNAVINST 5214.2B.

  
D.T. OLIVER

Deputy Chief of Naval Operations  
(Manpower and Personnel)

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(See next page)

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OPNAVINST 5420.103C  
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CHARTER FOR THE COMMITTEE FOR THE  
INTERFACE OF DISTRIBUTION/ACCOUNTING SYSTEMS  
(CIDAS)

Date of Charter:  
2 September 1986

Revised Date:  
31 July 1996

Enclosure (1)

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## CHARTER

1. Official Designation. The official title of the committee is the Committee for the Interface of Distribution/Accounting Systems (CIDAS).

## 2. Objectives and Scope

2.1 Objectives. The Committee's objectives are:

a. Serve as an advisory group that provides a forum of highly qualified and knowledgeable Information Resource (IR) professionals.

b. Provide recommendations for maintaining automated (and non-automated) information system (AIS & NAIS) interfaces in support of improving the collection and maintenance of officer and enlisted, active and inactive personnel information.

c. Provide a sounding board for discussion of data processing issues.

d. Provide recommendations to the appropriate system managers to resolve those personnel data problems within the scope of established policy.

e. Identify any data issues requiring policy decisions.

f. Establish a methodology for identifying and issuing administrative procedures to resolve system deficiencies.

2.2 Scope. The scope of the Committee is to provide experienced assistance and expertise on information and data requirements, as it pertains to the collection and maintenance of officer and enlisted, active and inactive personnel data, including information that impacts on manpower, personnel, pay, distribution, training, pipeline and quota control management.

R) 3. Life of Committee. The committee was established to support the on-going requirement to identify and recommend solutions to automated data processing (ADP) problems that evolve from inter-system dependencies for a period of 5 years with extensions as long as it is determined there is a valid need for the committee. Current extension is for 5 years.

4. Sponsor. The sponsor of the Committee is the Deputy Chief of Naval Operations (DCNO) (Manpower & Personnel)(N1).

5. Responsibilities

a. CNO (N12). As the representative of DCNO (N1), the Director, Total Force Programs/Manpower Division (N12) will provide oversight on all Committee actions and recommendations. (R)

b. Committee Chair. The Committee Chair is the Enlisted Personnel Management Center (EPMAC)(Code 30). The Chair is responsible for the scheduling, coordination and reporting the recommendations of Committee meetings. A copy of all relevant correspondence will be provided to the Chairperson for use in tracking and publishing progress reports. (R)

c. Membership. The following commands/activities comprise the current permanent membership of the Committee and will provide representatives to each meeting: (R)

CNO (N120)  
Bureau of Naval Personnel (Pers-10N, 101, 102, 103, 25, 331, 40BB, 4G, 45, 922, 95)  
Navy Manpower and Analysis Center (NAVMAC (Code 50)  
Commander, Naval Reserve Forces (Codes N123, N32)  
EPMAC (Codes 30, 31, 32, 50, 51)  
EPMAC Detachment (TMU)  
Naval Reserve Personnel Center (Codes 10, 20, 30, 60)  
Naval Education and Training Program Management  
Support Activity (NETPMSA)(Code N62)  
Naval Education and Training Program Management  
Support Activity DET Memphis (Codes N6M, 6M22)  
Defense Finance Accounting Service (DFAS) Cleveland  
Center (Codes FMX, FAB)  
Department of the Navy Center Adjudication Facility  
(Code DON CAF)  
Navy Reserve Information Systems Office (Code N9)

As the committee undertakes various initiatives, the need for additional expertise in other functional areas may require changes to the standing committee. All additions/deletions will be made only after approval by the CIDAS membership and the command concerned.

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6. Duties of the Committee. The duties of the Committee are to:

a. Review all AISSs and NAISSs that support officer and enlisted personnel accounting, pay, training and distribution for proper interfaces.

b. Forward data issues requiring a policy decision in order to resolve officer and enlisted personnel accounting data problems to the appropriate authority.

c. Formulate and provide recommendations to the various system managers for changes/improvements to existing personnel AISSs/NAISSs, and assign action manager.

d. Make recommendations for improving field system support of headquarters and user information requirements.

e. Monitor compliance of AISSs to system standards established by higher authority.

f. Identify systems where greater commonality, compatibility, standardization and/or responsiveness to the user can be obtained.

g. Maintain status of all action items through to completion.

7. Estimated Number and Frequency of Meeting. The Committee will meet twice a year.

8. Date Charter Filed. September 2, 1986 (Original)  
November 25, 1991 (First Revision)  
June 17, 1994 (Second Revision)  
July 31, 1996 (Third Revision)

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